Submitting Payments Online by ACH Debit

Background

The payment functionality in Employer Self Service (ESS) allows Employers and Reporting Services to easily make payments on current and past due liabilities. Payments can be made by accessing **Smart Links** on the **Employer Summary** screen or by selecting **Make Payments** from the left-hand menu.

The system displays all outstanding amounts by quarter/year. Employers and Reporting Services may also view the Contribution Report detail for each quarter that includes the contribution, CEP, interest, penalty, amounts due and paid, and credits on the account.

Employers and Reporting Services may file reports online and initiate a payment online using the ACH Debit process. Before making a payment by ACH Debit for the first time, the ACH Debit Authorization Request must be completed and returned to DETR for approval. Employers and Reporting Services cannot input banking data through the ESS portal. This process must be completed by the Division. The form is available for download at http://ui.nv.gov/PDFS/RPT7011.pdf. Make sure to include a voided check and complete all sections of the form to prevent delays in processing. Submit the ACH Debit Pre-note Authorization Request form to the fax number listed in the instructions at least two weeks prior to the payment due date.

Step by Step Instructions:

- 1. Log into the Employer Self Service portal.
 - Click the Make Payments link from the left-hand menu. The system will advance to the List Dues by Period screen.

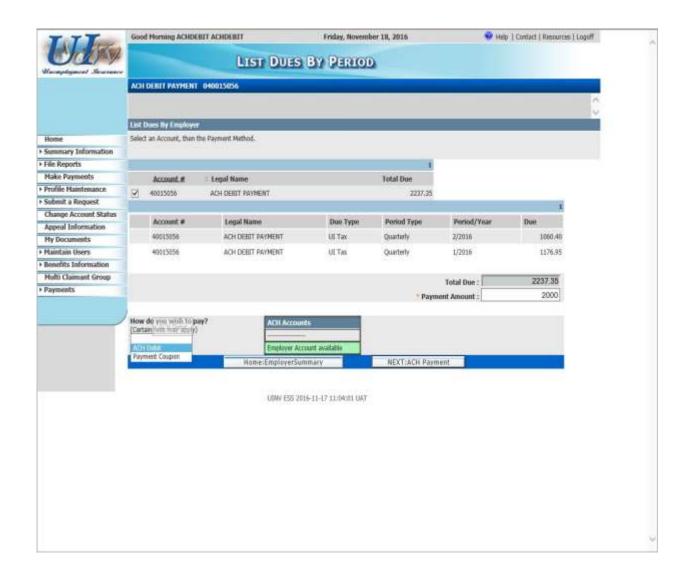


- 2. The List Dues by Period screen displays all amounts due on the employer account.
 - The total current amount due is automatically displayed in the Payment Amount field.
 Employers or Reporting Services can accept the default amount shown in this field or change the amount if making a partial payment.



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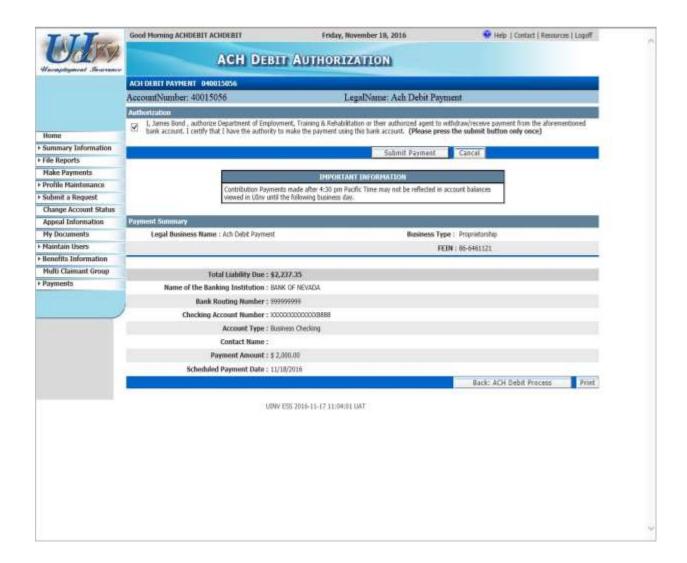
- Expand the pull-down list under **How do you wish to pay?** and select **ACH Debit**. Wait for the screen to refresh.
- To proceed, select **NEXT: ACH Payment**. The system will advance to the **ACH Debit Process** screen.



- 3. On the ACH Debit Process screen read the Helpful Information box.
 - Select the bank account to be used. The bank details will populate.
 - The payment date will default to current date but can be changed to schedule the payment up to 30 days in the future.
 - Select NEXT: Authorize Payment. The system will advance to the ACH Debit Authorization screen, which is one of two screens that should be printed for record keeping.
 - Or, select Cancel: Back to List Dues if not authorizing payment.



- 4. The **ACH Debit Authorization** screen contains important information regarding the payment and should be printed.
 - BEFORE clicking on Submit Payment, verify all payment information is correct and then click on the checkbox under Authorization. Now click Print located at the bottom right of the screen.
 - After printing, click Submit Payment. <u>Do not</u> click Submit Payment more than once as this
 can result in the system processing more than one payment. Wait for the payment to
 process, this will take several seconds. The system will advance to the final screen ACH
 Debit Payment Confirmation, which provides a confirmation number for the payment.
 - If not submitting payment at this time, click Cancel or Back: ACH Debit Process.



5. The last step is to select **Print** located near top right of the screen. This screen provides additional details including a confirmation number and should be kept for business record purposes.



Employers or Reporting Services who encounter problems with any of the above processes or have further questions can contact the Electronic Payment System Help Desk at (775) 684-6345 for additional assistance.